



COMMUNICATIONS INTERN

Hannah's Home of South Florida

Communications interns assist social media management, propel supporter engagement, draft press releases, assist event planning, and produce marketing collateral. If you or someone you know is interested, email your resume and two writing samples to maryarden@hannahshomesf.org.

POSITION TITLE: Communications Intern **LOCATION:** Tequesta, Florida or remote
EMPLOYMENT STATUS: Volunteer **REPORTS TO:** Public Relations Manager

DUTIES AND RESPONSIBILITIES:

- Assist with overall communication strategy
- Brainstorm fresh ideas for ongoing initiatives
- Produce marketing collateral when needed
- Assist with social media management
- Draft articles and press releases
- Develop relationships with media and community leaders/organizations

QUALIFICATION AND EXPERIENCE:

- High School diploma and one year minimum of college
- Experience or interest in communications, marketing, journalism, public relations, and/or development
- Able to commit 6 hours per week for a minimum of 4 months
- Promptness and strong communication skills (both written and verbal)
- Digital media savvy (experience with social media management)
- Creativity and flexibility
- Some graphic design experience

PREFERRED QUALIFICATIONS:

- Detail-oriented with strong scheduling skills
- Photography and videography
- Creative ideas and unique solutions
- A heart for the mission of Hannah's Home

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Requirements are representative of minimum levels of knowledge, skills, or abilities.